



*****REVISED*****
CITY OF CHICO
BIDWELL PARK AND PLAYGROUND COMMISSION (BPPC)
Regular Meeting Agenda
February 25, 2019, 6:30 pm
City Council Chambers - 421 Main Street

Materials related to an item on this Agenda are available for public inspection in the Park Division Office at 965 Fir Street, Chico during normal business hours or online at <http://www.chico.ca.us/>

1. REGULAR COMMISSION MEETING

- 1.1. Call to Order
- 1.2. Swearing-in of Commissioners – Debbie Presson, City Clerk
- 1.3. Selection of Chair and Vice Chair- Linda Herman, Parks and Natural Resources Manager
- 1.4. Roll Call

2. CONSENT AGENDA

All matters listed under the Consent Agenda are to be considered routine and enacted by one motion.

2.1. APPROVAL OF MEETING MINUTES

Action: Approve minutes of BPPC meeting held on 1/28/19.

2.2. PERMIT FOR BIDWELL BUMP MOUNTAIN BIKE RACE IN MIDDLE AND UPPER BIDWELL PARK ON 4/20/19.

Jarret Yount from Bidwell Bump (Applicant) requests a permit to hold a mountain bike race in Middle and Upper Bidwell Park on 4/20/19. This event has been held in Bidwell Park for nearly a decade.

Recommendation: *Conditional approval of the permit*

2.3. PERMIT TO HOST A SUPPORT GROUP MEETING AT THE COUNCIL RING FROM 4/14/19 THRU 10/27/19.

Angela Weaver Baucom. from the God Squad (Applicant)) requests a permit to host a support group in the Council Ring. This group has been meeting at this location for 20+ years, and the meetings are approximately 1.5 hours long.

Recommendation: *Conditional approval of the permit.*

3. ITEMS REMOVED FROM CONSENT – IF ANY

4. NOTICED PUBLIC HEARINGS NONE

5. REGULAR AGENDA

5.1. CONSIDERATION OF CHICO AREA RECREATION DISTRICT'S (CARD) REQUEST TO INSTALL A SEASONAL PORTABLE RESTROOM AT SYCAMORE FIELD IN LOWER BIDWELL PARK

The Chico Area Parks and Recreation District (CARD), which has a long-term City lease for use of Sycamore Field in Lower Bidwell Park, requests BPPC approval to provide a temporary

portable ADA restroom during the Chico Senior Softball League (CSSC) season from late February to mid-September each year.

Recommendation: Consider approval of the seasonal portable restroom at Sycamore Field as requested by CARD.

5.2. CONSIDERATION OF CHAIR AND VICE CHAIR APPOINTMENTS, 2019 BPPC MEETING CALENDAR, CHANGING THE TIME OF THE BPPC MEETINGS, AND COMMITTEE ASSIGNMENTS.

The Bidwell Park and Playground Commission (BPPC) will select a Chair and Vice-Chair. BPPC members also serve on the Policy Advisory, Natural Resources, and Tree Committees, and the City's *ad hoc* Bicycle Advisory Committee. Assignments are at the BPPC Chair's prerogative with staff recommendations. In addition, the Commission will consider the BPPC meeting schedule for 2019, and whether to change the meeting time from 6:30 p.m. to 6:00 p.m.

Recommendation: The Park & Natural Resources Manager recommends that the BPPC:

1. Select a Chair and Vice-Chair to begin presiding at the March 25, 2019 meeting;
2. Approve the 2019 regular BPPC meeting schedule;
3. Approve changing the regular meeting time from 6:30 p.m. to 6:00 p.m.;
4. Submit requests for Committee assignments to the new Chair for consideration for appointment at the March BPPC meeting.

6. BUSINESS FROM THE FLOOR

Members of the public may address the Commission at this time on any matter not already listed on the agenda; comments are limited to three minutes. The Commission cannot take any action at this meeting on requests made under this section of the agenda.

7. REPORTS AND COMMUNICATIONS

Items provided for the Commission's information and discussion. No action can be taken on any of the items unless the Commission agrees to include them to a subsequent posted agenda.

- 7.1. Parks Division Report – Linda Herman, Park and Natural Resources Manager.
- 7.2. Street Tree Division Report – Richie Bamlet, Urban Forest Manager.
- 7.3. Park & Natural Resources Manager Report (**Verbal Report**), if applicable

8. ADJOURNMENT

Adjourn to the next regular meeting on 3/25/19 at 6:30 P.M. in the Council Chamber of the Chico Municipal Center building located at 421 Main Street, Chico, California.



Please contact the Park Division Office at (530) 896-7800 if you require an agenda in an alternative format or if you need to request a disability-related modification or accommodation. This request should be received at least three working days prior to the meeting.

CITY OF CHICO
BIDWELL PARK AND PLAYGROUND COMMISSION (BPPC)

Minutes of
January 28, 2019 Regular Meeting

1. REGULAR COMMISSION MEETING CALL TO ORDER

1.1 Chair Reddemann called the meeting to order at 6:30 p.m.

1.2 Roll Call

Commissioners present:

Aaron Haar
Alberto Hernandez
Valerie Reddemann
Jeff Glatz

Commissioners absent:

Elaina McReynolds
Megan Thomas Petty

Staff Present: Linda Herman (Park and Natural Resource Manager), Richie Bamlet (Urban Forest Manager), Angie Irmer (Administrative Assistant).

2. CONSENT AGENDA

2.1 APPROVAL OF MEETING MINUTES

Action: Approve minutes of BPPC meeting held on 10/29/18

2.2. PERMIT BIDWELL PRESBYTERIAN CHURCH, YOUTH SPRING BREAK CAMP FOR KIDS OF FIRE AT CHILDREN'S PLAYGROUND FROM 3/18/19 TO 3/21/19.

Jennifer Eslick from Bidwell Presbyterian Church (Applicant) requests a permit to hold a Spring Break Camp in Children's Playground for four consecutive days in March 2019. This is a new event, but the Applicant has held other events at this venue for several years. The Applicant has requested to use the lawn areas for the event and anticipates 100 attendees daily.

Recommendation: Conditional approval of the permit

2.3. PERMIT LIFE CHURCH TO HOLD A SUNRISE SERVICE IN MIDDLE PARK ON EASTER (4/21/19)

Jessica Ordaz (applicant) with Life Church requests a permit to hold an Easter Sunrise service at the cross near parking area b in middle park on Sunday April 21, 2019.

Recommendation: Conditional approval.

A motion was made by Commissioner Reddemann to approve 2.1, 2.2, and 2.3 as indicated.

The motion carried by the following vote:

AYES: Commissioner Haar, Commissioner Hernandez, Commissioner Reddemann, and Commissioner Glatz

ABSENT: Commissioner McReynolds and Commissioner Thomas Petty

NOES: None

3. ITEMS REMOVED FROM CONSENT – None

4. NOTICED PUBLIC HEARINGS - None

5. REGULAR AGENDA

5.1. CONSIDERATION OF A CULTURAL EDUCATION GRANT APPLICATION FOR A MAIDU LIVING VILLAGE IN THE DEER PENS IN LOWER BIDWELL PARK

California Drought, Water, Parks, Climate Coastal Protection and Outdoor Access for All Act of 2018 (Prop 68) funding is available through grants from the California Natural Resources Agency (Agency) for projects that protect, restore, and enhance California's cultural, community, and natural resources. The Commission will consider staff's proposal to submit a grant application to seek funds to develop a Maidu Living Village in the Deer Pens in Lower Bidwell Park.

Recommendation: The Park & Natural Resource Manager requests that the BPPC recommend:

1. Submittal of the initial concept proposal to seek funding for the Maidu Living Village, and
2. City council approval of submitting a full grant application, if invited by the agency.

(Commissioner Haar announced that he would need to recuse himself from this agenda item.)

Commissioner Hernandez moved to approve submission of the initial consent proposal to seek funding for the Maidu Living Village, and City Council approval of submitting a full grant application, if invited by the granting agency. Commissioner Glatz seconded the motion.

The motion carried by the following vote:

AYES: Commissioner Hernandez, Commissioner Reddemann, and Commissioner Glatz

ABSENT: Commissioner McReynolds and Commissioner Thomas Petty

RECUSED Commissioner Haar

NOES: None

6. BUSINESS FROM THE FLOOR

Members of the public may address the commission at this time on any matter not already listed on the agenda; comments are limited to three minutes. The commission cannot take any action at this meeting on requests made under this section of the agenda.

Jenna Walker addressed the Commission with comments

7. REPORTS AND COMMUNICATIONS

Items provided for the commission’s information and discussion. No action can be taken on any of the items unless the commission agrees to include them to a subsequent posted agenda.

7.1. Parks division report – Linda Herman, Park and Natural Resources Manager.

7.2. Street tree division report – Richie Bamlet, Urban Forest Manager.

7.3. Park & Natural Resources Manager Report (verbal report), if applicable

8. ADJOURNMENT

The meeting adjourned at 6:59 p.m. to the next regular meeting on 2/25/19 at 6:30 p.m. in the council chamber of the Chico Municipal Center Building located at 421 Main Street, Chico, California.

Date Approved: / / .

Prepared By:

Angie Irmer, Administrative Assistant

Date:

Distribution: BPPC



BPPC Staff Report

Meeting Date 02/25/19

DATE: 02/05/19
 TO: Bidwell Park & Playground Commission
 FROM: Angie Irmer, Administrative Assistant
 SUBJECT: Mountain Bike Race in Upper Park, 4/20/19

REPORT IN BRIEF:

Jarret Yount (Applicant) would like to host The Bidwell Bump, a mountain bike race in Middle and Upper Park on established trails. The start line will be at Five Mile Picnic Area. The Applicant expects approximately 175 participants.

Recommendation: Conditional approval.

Event Details

Date of Application	2/4/2019
Date of Event	4/20/2019
Time of Event	6:00 a.m. to 4:00 p.m.
Event Name	Mountain Bike Race
Applicant Name	Jarret Yount – Bidwell Bump
Location	Five Mile Picnic Area - East
Description	Mountain Bike Race
New Event?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. Years? 9 in Upper Park
# Participants	175
Reason for BPPC Consideration?	Not an intensive use area.
BPMMP Consideration	Mountain biking is a permissible use under the Bidwell Park Master Management Plant (BPMMP). The plan also notes that Upper Park is a protected area for non-intensive recreational uses and non-intensive wilderness compatible recreation shall be provided in Upper Park. The use of Upper Park trails for the race is considered an intensive use and requires BPPC approval.

Conditions

Staff recommends the following conditions:

- Continued adherence to all park rules.
- Gate schedule access must be agreed to and approved prior to event day.
- Must be prompt to meet the Ranger at 6:00 a.m..
- If closed areas of the park need to be accessed or opened it is paramount that a request is clearly made on the application.
- Set-up vehicles shall be restricted to one vehicle in closed areas and must travel on established gravel and paved roads and comply with all laws.
- The applicant must provide sufficient monitoring to keep racers on the established route as well as direct traffic where the route crosses the road. (Per 2012 evaluation: *Signage "should be designed to be more visible and located in several places."*) Signage must also be in place in order to ensure racers follow the established routes and also to notify other park users of the event.
- In the event that the Middle Park trails are closed due to wet or unsafe conditions, the race course will need to be altered accordingly and approved by the Park Division. The applicant has agreed to move the route to paved paths and roads in the case of a wet weather closure of the trails. Applicant will be asked to submit an alternative wet weather compliant route to the Park Division.
- Per 2012 evaluation: *"If the event grows in size, alternative parking solutions should be considered."* The event is predicted to be larger by 200.

- The applicant will need to do a final inspection of the race courses at the conclusion of the event and remove all signs and course markings as well as pick up any associated trash.

Attachments: Application and Permit for Park Use

Distribution: Jarret Yount

U:\Parks_Templates\BPPC_templates\BPPC_Report_template_10_0621.doc
2/21/2019



City of Chico

APPLICATION & PERMIT FOR PARK USE

Public Works Department - Park Division

AMENDED 2/20/19

Type of Event:

PUBLIC

PRIVATE

AMJ

SECTION 1 - APPLICANT INFORMATION

Must be 18 or older to submit and application • No glass containers • Application fee due upon submittal •

THIS RESERVATION IS NOT VALID UNTIL APPROVED BY THE PARK DIVISION.

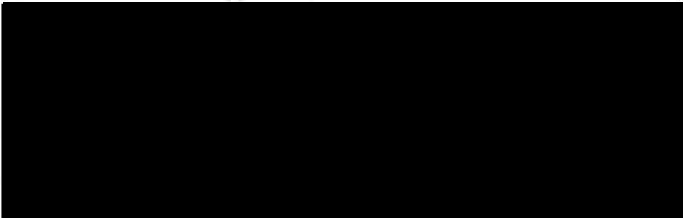
PLEASE PRINT:

Jarret Yount

Name of Applicant/Contact Person (needed)

Bidwell Bump

Organization Name (if applicable)



Mountain Bike Race

Description of Event: (family BBQ, walk/run, describe below if

April 20, 2019

Day and Date of Event:

From: 6:00am To: 4pm

Total Time Needed for Set-up, Event, and Clean-up

From: 8am To: 3pm 175

Time of Event Only Number of people

E-mail address

Note: Park gates will not remain closed beyond normal opening time for any event with less than 1,000 people. All races with less than 1,000 people at One Mile must start before 8:30 am. Street closure(s) subject to approval.

AREA REQUESTED: (Please check if requested)

Bidwell Bowl Amphitheater

Electricity (15 amp)

Note: Special conditions apply for amplified sound (12R.08.263 CMC)

Cedar Grove Picnic Area

Electricity (15 amp) tables, restroom area (circle)

Meadow

100 amp Electrical Service Water (public events only)

Children's Playground

Electricity (15 amp)-Pick up key on: Mon - Fri 8:00 - 3:30

Water (public events only) 100 amp Electrical Service

City Plaza (Additional fees may apply)

Electricity (15 amp)

100 amp Electrical Service

Event Restrooms

Water (public events only)

Fountain - On

Fountain - Off

Meter Bags #

Sound Curtain

Council Ring

Fire Permit

Five Mile Picnic Area - EAST AND

One Mile Picnic/Barbeque Area - Water available, no hose bib

Oak Grove A

Oak Grove B

Sycamore Way Parking Lot Closure-Public Events ONLY

Electricity (15 amp) parking area, restroom area (Pick up key)

Band Stand (15 amp)

BBQ-Pick up key on: Mon - Fri 8:00 AM - 3:30 PM

Depot Park

Electricity (15 amp)

Lower Bidwell Park (public events only):

Upper Bidwell Park (public events only): THE CROSS*

Other (specify) (public events only):

Early Entrance Needed (public events only) Yes No

Additional Description of the Event:

* PER SHAWN HUGHES AMJ

FOR PARK RANGER ASSISTANCE during the event, CALL 530-897-4900 (Police Department Dispatch)

SECTION 2 - PERMIT FEES

Call Park Office at 896-7800 for availability of park areas and fee schedule 80.020

- Application Fee \$ 19.00 (Non-Refundable)
- Reservation Fee \$ 90.50 (\$11.00 minimum, please call for quote)
- Insurance Fee \$ 40.00 (\$40.00 to process outside insurance)
- Vendor Fee # \$ (\$6.00 per vendor)
- Damage Deposit \$ 100.00 (\$100.00 refundable)
- Early Entrance Fee \$ 32.50 (\$32.50/hr. public events only)
- Additional Park Use Fees \$ (see fee schedule)

Additional fees for City Plaza use:	
Event Restrooms _____ x (\$95.00) = \$ _____	#days
100 amp Electrical _____ x (\$30.00) = \$ _____	(electrician required) #days

Credit Card and DEBIT payment will be assessed a 2.75% convenience fee.

Fees due upon submittal of application ~ Make Checks Payable to: City of Chico ~

Park Fee Total: \$ 282.00
 Convenience Fee: \$ 7.76
 Total Fee Required: \$ 289.76

City of Chico Cash Receipt No. 10715 Payment Method: CC 4030 Date: 2/14/19 Received By: AMJ

Office	Permit File (original)	Park Ranger 1	Senior Park Ranger	Applicant	BPPC	Cleaning Service
Distribution:	Park Field Supervisor	Park Ranger 2	Landscape Inspector	920 Fund	DCBA	Risk Management (e-mail)

SECTION 3 - CONDITIONS FOR PARK USE

You Are Responsible for Knowing the Park Rules. Please Observe the Following:

- Alcohol** Alcohol is not permitted in any City Park or Playground.
- BBQ's** Portable BBQ's may only be used next to existing BBQ's in Lower Bidwell Park and Five Mile Recreation Areas.
- Bicycles** Must observe all California vehicular codes including one-way streets. Riders are expected to be courteous and yield to equestrian and pedestrian traffic. Helmets must be worn at all times in Upper Park, except when on pavement. Riders must stay on designated trails. Bicycle riding is not allowed in Caper Acres or on the Sycamore pool deck.
- Bounce Houses** Bounce houses and other similar play equipment are only permitted with a reservation and upon approval by the Park Division. The operators of this equipment must provide proof of insurance. Bounce houses are not allowed in Caper Acres.
- Campfires** No campfires allowed.
- Camping** No overnight camping allowed. Bidwell Park is a "day use park" only.
- Clean up** Permittee is required to completely clean up area at the conclusion of event. Additional garbage bags may be obtained from the General Services Department at time of reservation. (12R.04.180 CMC)
- Damages** Any damage to City property as a result of this event will be repaired at permittee's expense.
- Dogs** Dogs may be off leash from 5:30 AM until 8:30 AM in Lower Park -- All other times **dogs must be on a leash**. Along the north side of Upper Park Road, dogs may be "off leash" anytime. While "off leash," dogs must remain under control via master's voice. **Dogs are not allowed in Caper Acres, One-Mile or Five-Mile swimming areas, or designated swimming holes in Upper Park.**
- Electrical** All power extension cords, sound amplification equipment, and staging to be supplied by permittee. Permittee shall provide "tripping" prevention devices over power cords crossing any pathway.
- Fishing** **Big Chico Creek:** Check California Fish and Game Regulations, <http://www.dfg.ca.gov/regulations/>, Freshwater Sport Fishing, Alphabetical List of Waters with Special Fishing Regulations, (20) Big Chico Creek.
Horseshoe Lake: Age 14 and over - license, catch and release; Under 14 - no license, catch and keep.
- Gate Closures** Upper Park gate at parking area E is closed on Sundays and Mondays and during wet periods. Gates can be closed for approved special events. See www.ci.chico.ca.us/general_services_department/park_division/gate_closing_hours.asp
- Glass** No glass containers allowed in any City Park or Playground.
- Horses** Horses must stay on designated trails. Horses are not allowed in One-Mile or Five-Mile Recreation Areas. Horses must cross the creek at approved crossings. Safe and courteous riding is the Park standard.
- Noise** No loud or unusual noises are allowed, including: radios and headsets that can be heard over 50' away. Music/Amplified Sound at One-Mile Recreation Area, please, face all speakers away from Woodland Ave.
- Park Closures** Lower Park is closed from 12:00 am (midnight) until 5:00 am every day, unless directly and actively proceeding to a destination outside of the park. Upper Park is closed at **9:00pm, October – March and 11:00pm, April - September** unless posted otherwise.
- Signs/Defacing** Defacing of trees, benches, tables, any park fixtures, open ground, or paved roads/paths with markings, staples, tacks, or signs is prohibited. No pinatas, or accessories shall be affixed to trees. Only barricades, cones, or self standing devices may be used for these purposes.
- Smoking** Smoking is not permitted in any City Park or Playground.
- Swimming** While in the 1-Mile swim area compliance with lifeguards is required for public safety. Pool is open and lifeguards are on duty from Memorial Day through Labor Day.
- Vegetation** No taking, cutting or injury of any vegetation in the Park is allowed.
- Vehicle Traffic**
- While gates are closed, limited use of vehicles to set up for event is permitted. Vehicles must be in compliance with the one-way designation of the roadway, must yield to all other activities (walking, jogging, bicycling, and horseback riding), must travel with flashers on and may not exceed ten (10) miles per hour.
 - Permittee shall provide adequate signs and supervision to avoid conflicts between vehicles, bicycles, equestrians, and general public.
 - Only emergency vehicles will be allowed access through the area of South Park Drive which has been closed to motor vehicles.
 - No vehicles are permitted to travel or park on grass areas.

***I have read and agree to conform to the above rules and conditions:**

X

Signature of Applicant

SECTION 4 – INSURANCE

(to be determined by Park Office)

INSURANCE REQUIREMENTS ARE APPLICABLE TO:

- (1) All Public Events per Title 12R.08.240, and/or
- (2) All Events Public or Private where:
 - (a) Amplified sound is used -or- (b) The number of people participating amount to 101 or more.

Insurance Required Not Required

For Insurance questions for your event, please contact the Risk Management office at 530-879-7910 or email at risk-management@chicoca.gov

For liability coverage purposes, it is _____'s intent (applicant) and the City of Chico's intent (hereinafter referred to as the "Parties"), that this permit is a written contract between the Parties. Pursuant to the insurance policy related to this permit/written contract, and consistent with the Certificate of Liability Insurance and Additional Insured Endorsements, the Parties hereby attach and incorporate by this reference, the Certificate of Liability Insurance and Additional Insured Endorsements, which are further expressly made a material part of the said permit/written contract between the Parties.

If insurance is required, Certificate of Insurance, meeting City standards must be received by: _____
 Organization Named on Certificate of Insurance _____

Permittee shall supply, at least two (2) weeks in advance of the scheduled event, a Certificate of Insurance issued by a company licensed to do business in California with a Best's Insurance Guide rating of "B" or better ("A" rated if Company is unlicensed) which provides evidence of comprehensive and general liability coverage in the amount of \$1,000,000 combined single limit, with policy endorsements as follows:

- (1) Identification of permit applicant, identification of event, date of event.

NOTE: NUMBERS 2 AND 3 MUST BE SEPARATE ENDORSEMENTS:

- (2) The City of Chico, its officers, boards and commissions, and members thereof, its employees and agents are covered as additional insureds as respects to any liability arising out of the activities of the named insured.
- (3) The insurance coverages afforded by this policy shall be primary insurance as respects to the City of Chico, its officers, employees, or agents. Any insurance or self-insurance maintained by the City of Chico, its officers, employees, or agents shall be in excess of the insurance afforded to the named insured by this policy and shall not contribute to it.
- (4) An unqualified statement that "The insurer will provide the City at least ten (10) days prior notice of cancellation or material change in coverage", standard Certificate of Insurance cancellation language is not acceptable

Please Note: Your reservation may be cancelled if the insurance is not approved at least two weeks prior to the scheduled event

SECTION 5 - ACCEPTANCE OF CONDITIONS

In signing this Permit, I agree to indemnify and hold the City of Chico and/or the Bidwell Park and Playground Commission free and clear of all claims of damage for injury to persons or property occurring in, upon or about Bidwell Park, and arising from my use of the park as noted above, and to defend any action against the City of Chico resulting from any such claim, without cost to the City.

*I certify that I have read this application thoroughly, followed any and all instructions, understand its contents, will comply with the attached "Conditions for Park Use", will adhere to any additional conditions set forth by this permit, and supplied true and correct information herein to the best of my knowledge and belief.

X [Signature] X 2-4-2019
 Signature of Applicant Date

RETURN THIS FORM TO:

City of Chico - Park Division
 965 Fir Street
 Chico, CA 95928
 email to Parkinfo@chicoca.gov

THIS RESERVATION IS NOT VALID UNTIL APPROVED BY THE PARK DIVISION.
 A copy of the approved application will be returned to you.

SECTION 6 – GENERAL SERVICES DIRECTOR AUTHORIZATION

I certify that I have carefully reviewed this application pursuant to Title 12 and 12R of the Chico Municipal Code and hereby recommend that this permit be:

- Approved.
- Approved subject to listed additional condition(s) _____

- Denied by the General Services Director. Reason: _____
- Application fee waived (12R.08.100 CMC). Reason: _____
- Reservation fee waived (12R.08.250 CMC). Reason: _____
- Vendor fee waived (12R.08.250 CMC). Reason: _____
- Insurance fee waived (12R.08.240 CMC). Reason: _____
- Damage deposit fee waived (12R.08.260 CMC). Reason: _____
- Application approved by the Bidwell Park & Playground Commission. Date: _____
- Application denied by the Bidwell Park & Playground Commission. Reason: _____

Signature of Park and Natural Resources Manager _____ Date _____

EVENT INFORMATION

Please answer the following questions by circling "Yes" or "No"

	Yes	No
Is this an annual event? How many years have you been holding this event? <u>yes</u>	Yes	No
Is there a patron admission, entry, or participant fee(s) required for your event? <u>yes</u>	Yes	No
Will there be amplified sound/music at event? (Please see 'Conditions For Park Use') Specify type (microphone, band, radio, PA system etc): <u>no</u>	Yes	No
When will amplified sound/music be heard? Time from: <u>N/A</u> until: <u>N/A</u> amps needed (15 or 100) <u>N/A</u> <i>Note: 100 amp electrical service requires a certified electrician to operate.</i>		
Will there be any entertainment apparatus? (Operator to provide proof of insurance) [] Bounce house [] Climbing wall [] Ropes Course [] Other: <u>no</u> Name of Operator: _____	Yes	No
Will there be any vendors at this event? (No glass or alcohol permitted) If "yes" please note the number of vendors anticipated: <u>0</u> (submit a, separate, complete list) Does your event include food concession and/or preparation areas? If yes, please describe how food will be served and/or prepared: <u>yes ~ FOOD TRUCK</u>	Yes	No
Will event require that any part of the Park remain closed beyond the normal time of opening? <i>Note: Park gates will not remain closed beyond normal opening time for any event with less than 1,000 people. All races with less than 1,000 people at One Mile must start before 8:30am.</i> (Subject to approval by the General Services Department Director and/or Senior Park Ranger.) If "yes" please state which gate(s): <u>no</u> Time of closure from: _____ until: _____	Yes	No
Will there be early entrance into the Park for setup? If "yes" when will monitors be at their position(s)? Time from: <u>yes 6am</u> until: <u>4pm</u> <i>Note: Gate Monitors are required at the entrances and exits for early Park entrance. An additional fee may be charged for early entrance</i>	Yes	No
Will event require over night camping for security purposes? (authorized for a maximum of two people, 12R.04.340 CMC) If "yes" how many security personnel will be required? <u>no</u>	Yes	No
Portable Restrooms: You are required to provide portable restroom for events with 200+ participants at your event, in the immediate area of the event site which will be available to the public during your event. Restroom Company <u>N/A</u> Phone Number <u>N/A</u> Location of portable restrooms <u>N/A</u> <i>Note: Restrooms shall be removed within 24 hours after conclusion of event.</i>	Yes	No
Sanitation and Recycling: As an event organizer, you must properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion of the event the area must be returned to a clean condition. <i>For events with 200+ participants, additional trash and recycling cans are required.</i> Number of Trash Cans <u>0</u> Number of Recycling Containers <u>2</u> Sanitation Company <u>N/A</u> Phone Number <u>N/A</u> <i>Note: Sanitation containers shall be removed within 24 hrs after conclusion of event.</i>	Yes	No
Will your event include the use of any signs, banners or decorations? (Please see 'Conditions For Park Use') If yes, please describe type and location: <u>no</u> <i>Note: All signs and banners shall be free standing and not affixed to Park property.</i>	Yes	No
Will water be needed during your event? Please provide your own hose and on/off switch. No hose bib is available at One Mile Recreation Area. <i>Note: Please request a water coupler key for City Plaza, Children's Playground, and Cedar Grove.</i>	Yes	No
Do you request irrigation to be turned off before and during your event? <u>yes</u>	Yes	No
CITY PLAZA ONLY: Vehicles are not allowed in City Plaza. Loading and unloading must occur from the streets. Meter bags for unloading and loading <u>only</u> may be obtained from the City by calling (530) 896-7800.		
Will vendors be placed on the perimeter sidewalks? <i>If yes, a Vend, Peddle, Hawk permit must be obtained from the Engineering Division at 411 Main St, Chico, (530) 879-6900.</i>	Yes	No
Will City street closure(s) be needed? <i>A separate permit must be obtained from the Engineering Division at 411 Main Street, Chico, (530) 879-6900.</i>	Yes	No

Trails of Upper Bidwell Park

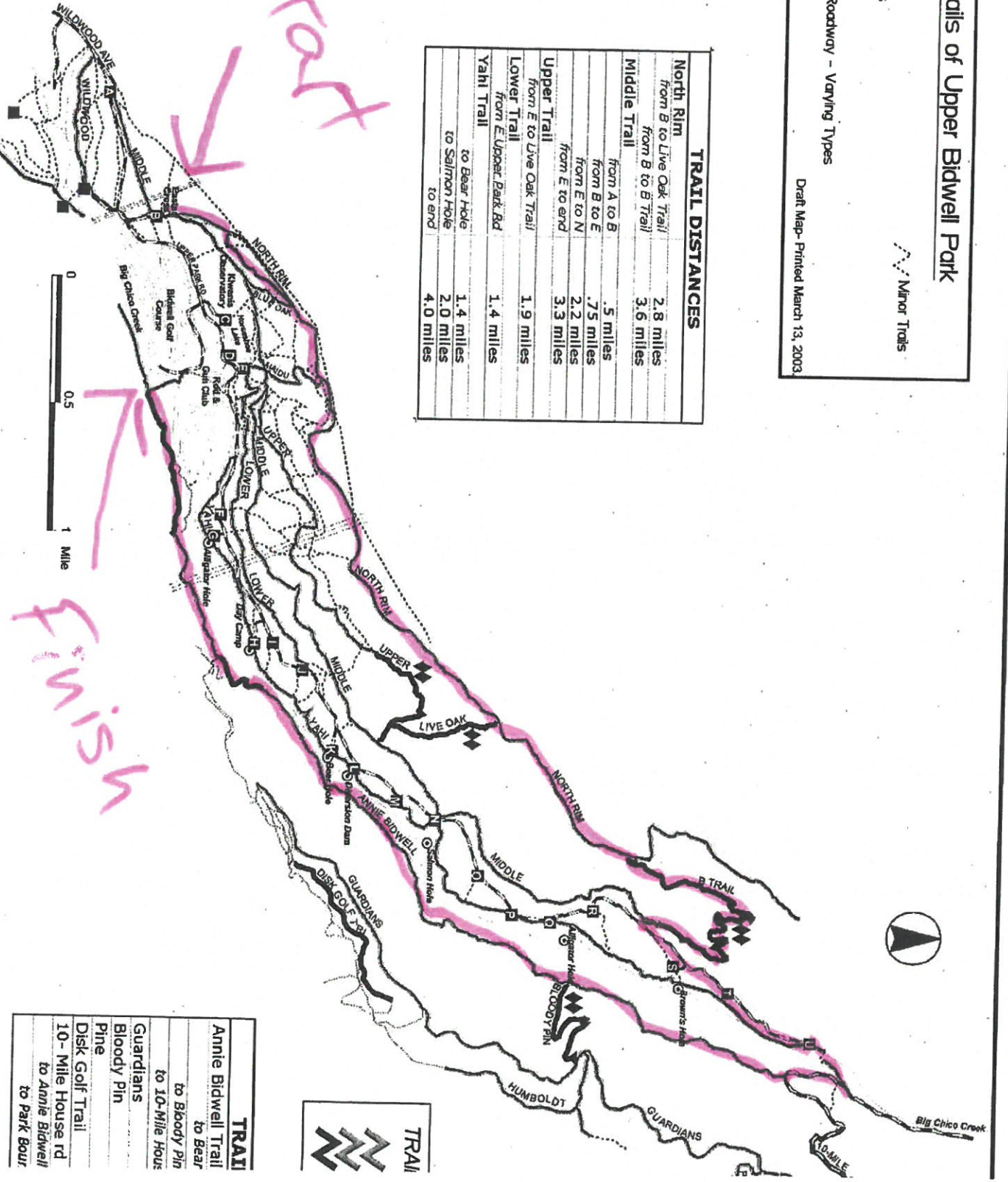
- Parking
- ⊞ Powerlines
- ⊙ Swimming
- ⚡ Improved Roadway - Varying Types
- ⋯ Minor Trails

Draft Map- Printed March 13, 2003

TRAIL DISTANCES	
North Rim	
from B to Live Oak Trail	2.8 miles
from B to B Trail	3.6 miles
Middle Trail	
from A to B	.5 miles
from B to E	.75 miles
from E to N	2.2 miles
from E to end	3.3 miles
Upper Trail	
from E to Live Oak Trail	1.9 miles
Lower Trail	
from E Upper Park Rd	1.4 miles
to Bear Hole	1.4 miles
to Salmon Hole	2.0 miles
to end	4.0 miles

Start

Finish



TRAIL	Distance
Annie Bidwell Trail	to Bear
to Bloody Pin	to 10-Mile Hour
Guardians	
Bloody Pin	
Pine	
Disk Golf Trail	
10-Mile House rd	to Annie Bidwell
to Park Bour	





BPPC Staff Report

Meeting Date 2/25/19

DATE: 2/20/19
 TO: Bidwell Park and Playground Commission
 FROM: Angie Irmer, Administrative Assistant
 SUBJECT: God Squad Support Meeting April 14, 2019 – October 27, 2019

REPORT IN BRIEF:

Angela Weaver Baucom (Applicant), God Squad AA is a support group that would like to meet every Sunday at the Council Ring from April 14, 2019 – October 27, 2019. Meetings are 1.25 hours long.

Recommendation: Conditional approval.

Event Details

Date of Application	12/28/2018
Date of Event	Various
Time of Event	9:15 AM – 10:30 AM
Event Name	AA Meeting
Applicant Name	Angela Weaver Baucom
Location	Council Ring
Description	Support group meeting
New Event?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. Years? 20 +
# Participants	50 - 60
Reason for BPPC Consideration?	Exceeds 10 hours in length or is for multiple days.
	The group has been meeting on site for some time. While the number of consecutive weeks may be of concern, the meetings cover only a relatively short time, demand for Council Ring is light, and staff will monitor the number of reservations that may be displaced.

Conditions

Staff recommends the following conditions:

- Continued adherence to all park rules.
- No cars on pathways or interior of the park.
- Follow One Way designations.
- No fire at Council Ring unless a fire permit is obtained and/or if conditions are windy.
- Use of Caper Acres bathroom is prohibited; (Adults without children may be cited). Use South One Mile facility by the pool.

Attachments: Application and Permit for Park Use

Distribution: Angela Weaver Baucom



City of Chico

APPLICATION & PERMIT FOR PARK USE

Public Works Department - Park Division

Type of Event:

PUBLIC

PRIVATE

SECTION 1 - APPLICANT INFORMATION

Must be 18 or older to submit and application • No glass containers • Application fee due upon submittal •

THIS RESERVATION IS NOT VALID UNTIL APPROVED BY THE PARK DIVISION.

PLEASE PRINT:

Angela Weaver Baucom

Name of Applicant/Contact Person needed)

Sunday Godsquad Meeting of AA

Organization Name (if applicable)

Home, Organization, or Company Address

City, State, Zip

Contact Phone #

Alternate Phone #

AREA REQUESTED: (Please check if requested)

Bidwell Bowl Amphitheater

Electricity (15 amp)

Note: Special conditions apply for amplified sound (12R.08.263 CMC)

Cedar Grove Picnic Area

Meadow

Electricity (15 amp)

100 amp Electrical Service

tables, restroom area (circle)

Water (public events only)

Children's Playground

Electricity (15 amp)-Pick up key on: _____ Mon - Fri 8:00 - 3:30

Water (public events only)

100 amp Electrical Service

City Plaza (Additional fees may apply)

Electricity (15 amp)

100 amp Electrical Service

Event Restrooms

Water (public events only)

Fountain - On

Fountain - Off

Meter Bags # _____

Sound Curtain

AA Meeting

Description of Event: (family BBQ, walk/run describe below if

4-14-19 THROUGH 10-27-19
Every Sunday morning @ 9:15
AMI

Day and Date of Event:

From: 9:00 AM To: 11:00 AM

Total Time Needed for Set-up, Event, and Clean-up

From: 9:15 To: 10:30 60

Time of Event Only

Number of people

E-mail address

Note: Park gates will not remain closed beyond normal opening time for any event with less than 1,000 people. All races with less than 1,000 people at One Mile must start before 8:30 am. Street closure(s) subject to approval.

Council Ring

Fire Permit

Five Mile Picnic Area

One Mile Picnic/Barbeque Area - Water available, no hose bib

Oak Grove A

Oak Grove B

Sycamore Way Parking Lot Closure-Public Events ONLY

Electricity (15 amp) parking area, restroom area (Pick up key)

Band Stand (15 amp)

BBQ-Pick up key on: _____ Mon - Fri 8:00 AM - 3:30 PM

Depot Park

Electricity (15 amp)

Lower Bidwell Park (public events only): _____

Upper Bidwell Park (public events only): _____

Other (specify) (public events only): _____

Early Entrance Needed (public events only) Yes No

Additional Description of the Event: Paying with Check # 1032 for 29 weeks

FOR PARK RANGER ASSISTANCE during the event, CALL 530-897-4900 (Police Department Dispatch)

SECTION 2 - PERMIT FEES

Call Park Office at 896-7800 for availability of park areas and fee schedule 80.020

- Application Fee \$ 19.00 (Non-Refundable)
- Reservation Fee \$ 319 (\$11.00 minimum, please call for quote)
- Insurance Fee \$ 40 (\$40.00 to process outside insurance)
- Vendor Fee # _____ \$ _____ (\$6.00 per vendor)
- Damage Deposit \$ 100 (\$100.00 refundable)
- Early Entrance Fee \$ _____ (\$32.50/hr. public events only)
- Additional Park Use Fees \$ _____ (see fee schedule)

Additional fees for City Plaza use:

Event Restrooms _____ x (\$95.00) = \$ _____
#days

100 amp Electrical _____ x (\$30.00) = \$ _____
(electrician required) #days

Park Fee Total: \$ 478.00

Convenience Fee: \$ 0

Total Fee Required: \$ 478.00

Credit Card and DEBIT payment will be assessed a 2.75% convenience fee.

Fees due upon submittal of application ~ Make Checks Payable to: City of Chico ~

City of Chico Cash Receipt No. 10184 Payment Method: CK 1032 Date: 1/18/19 Received By: MM

Office	Permit File (original)	Park Ranger 1	Senior Park Ranger	Applicant	BPPC	Cleaning Service
Distribution:	Park Field Supervisor	Park Ranger 2	Landscape Inspector	920 Fund	DCBA	Risk Management (e-mail)

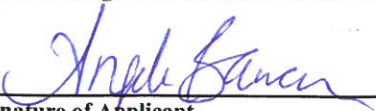


SECTION 3 - CONDITIONS FOR PARK USE

You Are Responsible for Knowing the Park Rules. Please Observe the Following:

- Alcohol** Alcohol is not permitted in any City Park or Playground.
- BBQ's** Portable BBQ's may only be used next to existing BBQ's in Lower Bidwell Park and Five Mile Recreation Areas.
- Bicycles** Must observe all California vehicular codes including one-way streets. Riders are expected to be courteous and yield to equestrian and pedestrian traffic. Helmets must be worn at all times in Upper Park, except when on pavement. Riders must stay on designated trails. Bicycle riding is not allowed in Caper Acres or on the Sycamore pool deck.
- Bounce Houses** Bounce houses and other similar play equipment are only permitted with a reservation and upon approval by the Park Division. The operators of this equipment must provide proof of insurance. Bounce houses are not allowed in Caper Acres.
- Campfires** No campfires allowed.
- Camping** No overnight camping allowed. Bidwell Park is a "day use park" only.
- Clean up** Permittee is required to completely clean up area at the conclusion of event. Additional garbage bags may be obtained from the General Services Department at time of reservation. (12R.04.180 CMC)
- Damages** Any damage to City property as a result of this event will be repaired at permittee's expense.
- Dogs** Dogs may be off leash from 5:30 AM until 8:30 AM in Lower Park -- All other times **dogs must be on a leash**. Along the north side of Upper Park Road, dogs may be "off leash" anytime. While "off leash," dogs must remain under control via master's voice. **Dogs are not allowed in Caper Acres, One-Mile or Five-Mile swimming areas, or designated swimming holes in Upper Park.**
- Electrical** All power extension cords, sound amplification equipment, and staging to be supplied by permittee. Permittee shall provide "tripping" prevention devices over power cords crossing any pathway.
- Fishing** **Big Chico Creek:** Check California Fish and Game Regulations, <http://www.dfg.ca.gov/regulations/>, Freshwater Sport Fishing, Alphabetical List of Waters with Special Fishing Regulations, (20) Big Chico Creek.
Horseshoe Lake: Age 14 and over - license, catch and release; Under 14 - no license, catch and keep.
- Gate Closures** Upper Park gate at parking area E is closed on Sundays and Mondays and during wet periods. Gates can be closed for approved special events. See www.ci.chico.ca.us/general_services_department/park_division/gate_closing_hours.asp
- Glass** No glass containers allowed in any City Park or Playground.
- Horses** Horses must stay on designated trails. Horses are not allowed in One-Mile or Five-Mile Recreation Areas. Horses must cross the creek at approved crossings. Safe and courteous riding is the Park standard.
- Noise** No loud or unusual noises are allowed, including: radios and headsets that can be heard over 50' away. Music/Amplified Sound at One-Mile Recreation Area, please, face all speakers away from Woodland Ave.
- Park Closures** Lower Park is closed from 12:00 am (midnight) until 5:00 am every day, unless directly and actively proceeding to a destination outside of the park. Upper Park is closed at **9:00pm, October – March and 11:00pm, April - September** unless posted otherwise.
- Signs/Defacing** Defacing of trees, benches, tables, any park fixtures, open ground, or paved roads/paths with markings, staples, tacks, or signs is prohibited. No pinatas, or accessories shall be affixed to trees. Only barricades, cones, or self standing devices may be used for these purposes.
- Smoking** Smoking is not permitted in any City Park or Playground.
- Swimming** While in the 1-Mile swim area compliance with lifeguards is required for public safety. Pool is open and lifeguards are on duty from Memorial Day through Labor Day.
- Vegetation** No taking, cutting or injury of any vegetation in the Park is allowed.
- Vehicle Traffic**
 - While gates are closed, limited use of vehicles to set up for event is permitted. Vehicles must be in compliance with the one-way designation of the roadway, must yield to all other activities (walking, jogging, bicycling, and horseback riding), must travel with flashers on and may not exceed ten (10) miles per hour.
 - Permittee shall provide adequate signs and supervision to avoid conflicts between vehicles, bicycles, equestrians, and general public.
 - Only emergency vehicles will be allowed access through the area of South Park Drive which has been closed to motor vehicles.
 - No vehicles are permitted to travel or park on grass areas.

***I have read and agree to conform to the above rules and conditions:**

X 
Signature of Applicant

SECTION 4 – INSURANCE

(to be determined by Park Office)

INSURANCE REQUIREMENTS ARE APPLICABLE TO:

Insurance Required

Not Required

- (1) All Public Events per Title 12R.08.240, and/or
- (2) All Events Public or Private where:
 - (a) Amplified sound is used -or- (b) The number of people participating amount to 101 or more.

For Insurance questions for your event, please contact the Risk Management office at 530-879-7910 or email at risk-management@chicoca.gov

For liability coverage purposes, it is _____'s intent (applicant) and the City of Chico's intent (hereinafter referred to as the "Parties"), that this permit is a written contract between the Parties. Pursuant to the insurance policy related to this permit/written contract, and consistent with the Certificate of Liability Insurance and Additional Insured Endorsements, the Parties hereby attach and incorporate by this reference, the Certificate of Liability Insurance and Additional Insured Endorsements, which are further expressly made a material part of the said permit/written contract between the Parties.

If insurance is required, Certificate of Insurance, meeting City standards must be received by: _____
Organization Named on Certificate of insurance _____

Permittee shall supply, at least two (2) weeks in advance of the scheduled event, a Certificate of Insurance issued by a company licensed to do business in California with a Best's Insurance Guide rating of "B" or better ("A" rated if Company is unlicensed) which provides evidence of comprehensive and general liability coverage in the amount of \$1,000,000 combined single limit, with policy endorsements as follows:

- (1) Identification of permit applicant, identification of event, date of event.

NOTE: NUMBERS 2 AND 3 MUST BE SEPARATE ENDORSEMENTS:

- (2) The City of Chico, its officers, boards and commissions, and members thereof, its employees and agents are covered as additional insureds as respects to any liability arising out of the activities of the named insured
- (3) The insurance coverages afforded by this policy shall be primary insurance as respects to the City of Chico, its officers, employees, or agents. Any insurance or self-insurance maintained by the City of Chico, its officers, employees, or agents shall be in excess of the insurance afforded to the named insured by this policy and shall not contribute to it.
- (4) An unqualified statement that "The insurer will provide the City at least ten (10) days prior notice of cancellation or material change in coverage", standard Certificate of Insurance cancellation language is not acceptable

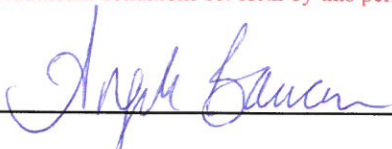
Please Note: Your reservation may be cancelled if the insurance is not approved at least two weeks prior to the scheduled event

SECTION 5 - ACCEPTANCE OF CONDITIONS

In signing this Permit, I agree to indemnify and hold the City of Chico and/or the Bidwell Park and Playground Commission free and clear of all claims of damage for injury to persons or property occurring in, upon or about Bidwell Park, and arising from my use of the park as noted above, and to defend any action against the City of Chico resulting from any such claim, without cost to the City.

*I certify that I have read this application thoroughly, followed any and all instructions, understand its contents, will comply with the attached "Conditions for Park Use", will adhere to any additional conditions set forth by this permit, and supplied true and correct information herein to the best of my knowledge and belief.

X Angela Baucom
Signature of Applicant



X 12/28/2018
Date

RETURN THIS FORM TO:

City of Chico - Park Division
965 Fir Street
Chico, CA 95928
email to Parkinfo@chicoca.gov

THIS RESERVATION IS NOT VALID UNTIL APPROVED BY THE PARK DIVISION.
A copy of the approved application will be returned to you.

SECTION 6 – GENERAL SERVICES DIRECTOR AUTHORIZATION

I certify that I have carefully reviewed this application pursuant to Title 12 and 12R of the Chico Municipal Code and hereby recommend that this permit be:

- Approved.
- Approved subject to listed additional condition(s) _____

- Denied by the General Services Director. Reason: _____
- Application fee waived (12R.08.100 CMC). Reason: _____
- Reservation fee waived (12R.08.250 CMC). Reason: _____
- Vendor fee waived (12R.08.250 CMC). Reason: _____
- Insurance fee waived (12R.08.240 CMC). Reason: _____
- Damage deposit fee waived (12R.08.260 CMC). Reason: _____
- Application approved by the Bidwell Park & Playground Commission. Date: _____
- Application denied by the Bidwell Park & Playground Commission. Reason: _____

Signature of Park and Natural Resources Manager

Date

EVENT INFORMATION

Please answer the following questions by circling "Yes" or "No"

Is this an annual event? How many years have you been holding this event? <u>10?</u>	Yes	No <small>xx</small>
Is there a patron admission, entry, or participant fee(s) required for your event? NO	Yes	No <small>xx</small>
Will there be amplified sound/music at event? (Please see 'Conditions For Park Use') Specify type (microphone, band, radio, PA system etc): _____	Yes	No XX
When will amplified sound/music be heard? Time from: _____ until: _____ amps needed (15 or 100) _____ Note: 100 amp electrical service requires a certified electrician to operate.		
Will there be any entertainment apparatus? (Operator to provide proof of insurance) [] Bounce house [] Climbing wall [] Ropes Course [] Other: _____	Yes	No XX
Name of Operator: _____		
Will there be any vendors at this event? (No glass or alcohol permitted) If "yes" please note the number of vendors anticipated: _____ (submit a, separate, complete list) Does your event include food concession and/or preparation areas? If yes, please describe how food will be served and/or prepared: _____	Yes	No XX
Will event require that any part of the Park remain closed beyond the normal time of opening? Note: Park gates will not remain closed beyond normal opening time for any event with less than 1,000 people. All races with less than 1,000 people at One Mile must start before 8:30am. (Subject to approval by the General Services Department Director and/or Senior Park Ranger.) If "yes" please state which gate(s): _____	Yes	No XX
Time of closure from: _____ until: _____		
Will there be early entrance into the Park for setup? If "yes" when will monitors be at their position(s)? Time from: _____ until: _____ Note: Gate Monitors are required at the entrances and exits for early Park entrance. An additional fee may be charged for early entrance	Yes	No XXXX
Will event require over night camping for security purposes? (authorized for a maximum of two people, 12R.04.340 CMC) If "yes" how many security personnel will be required?	Yes	No
Portable Restrooms: You are required to provide portable restroom for events with 200+ participants at your event, in the immediate area of the event site which will be available to the public during your event. Restroom Company _____ Phone Number _____ Location of portable restrooms _____ Note: Restrooms shall be removed within 24 hours after conclusion of event.	Yes	No XX
Sanitation and Recycling: As an event organizer, you must properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion of the event the area must be returned to a clean condition. For events with 200+ participants, additional trash and recycling cans are required. Number of Trash Cans _____ Number of Recycling Containers _____ Sanitation Company _____ Phone Number _____ Note: Sanitation containers shall be removed within 24 hrs after conclusion of event.	Yes	No XX
Will your event include the use of any signs, banners or decorations? (Please see 'Conditions For Park Use') If yes, please describe type and location: _____ Note: All signs and banners shall be free standing and not affixed to Park property.	Yes	No XX
Will water be needed during your event? Please provide your own hose and on/off switch. No hose bib is available at One Mile Recreation Area. Note: Please request a water coupler key for City Plaza, Children's Playground, and Cedar Grove.	Yes	No XX
Do you request irrigation to be turned off before and during your event?	Yes	No XX
CITY PLAZA ONLY: Vehicles are not allowed in City Plaza. Loading and unloading must occur from the streets. Meter bags for unloading and loading only may be obtained from the City by calling (530) 896-7800.		
Will vendors be placed on the perimeter sidewalks? If yes, a Vend, Peddle, Hawk permit must be obtained from the Engineering Division at 411 Main St, Chico, (530) 879-6900.	Yes	No
Will City street closure(s) be needed? A separate permit must be obtained from the Engineering Division at 411 Main Street, Chico, (530) 879-6900.	Yes	No



DATE: February 20, 2019
TO: Bidwell Park and Playground Commission (BPPC)
FROM: Linda Herman, Park & Natural Resource Manager
SUBJECT: CONSIDERATION OF CHICO AREA RECREATION DISTRICT'S (CARD) REQUEST TO INSTALL A SEASONAL PORTABLE RESTROOM AT SYCAMORE FIELD IN LOWER BIDWELL PARK

REPORT IN BRIEF:

The Chico Area Parks and Recreation District (CARD), which has a long-term City lease for use of Sycamore Field in Lower Bidwell Park, requests BPPC approval to provide a temporary portable ADA restroom during the Chico Senior Softball League (CSSC) season from late February to mid-September each year.

Recommendation: Consider approval of the seasonal portable restroom at Sycamore Field as requested by CARD.

BACKGROUND:

CARD has leased Sycamore Field for recreational purposes since 1962. The current Sycamore Field lease was executed in 1993. The Lease had an initial term of 20 years, with automatic 10-year extensions unless either party provides 180-day notice to terminate. The field must be available to other park users when not used by CARD. CARD maintains the facility and can make alterations or improvements upon approval of the Park Director or BPPC, depending on the type of improvements.

As authorized under the Lease, CARD rents Sycamore Field to the Chico Senior Softball Association (CSSC), which has played on the field for over 40 years. Over the years, CSSC has made improvements to the field as approved by CARD and the City and contributes to maintenance of the facility.

At its meeting on 3/26/18, the BPPC considered a request from CARD and CSSC to make the following improvements to Sycamore Field to improve safety and provide a better experience for players and spectators:

1. Installation of an ADA portable restroom within a 6' x 6' gravel fenced enclosure. The restroom will be open only during games, and CSSC will provide the concrete pad and pay for the monthly rental and cleaning costs.
2. Extension of the 10' chain link fence along the 1st and 3rd base lines to better protect players and spectators from foul balls.
3. Installation of an electrical outlet inside the CSSC equipment box to allow for a portable scoreboard during games. The outlet may also be available for CARD to use for "Movies in the Park" and other events.
4. Installation of a permanent 6-foot outfield fence that is 300-feet from home plate, with several pass-through openings. The fence will enable CSSC to host tournaments, as well as improve playing experience.

The BPPC approved requests #2 and #3 by a 4-0-1-2 vote, with Commissioner Hernandez absent, and Commissioners Haar and Glatz recused from this agenda item. Installation of the permanent 6-foot fence (#4) was denied (4-0-1-2). The installation of a permanent ADA portable restroom (#1) received much discussion from the public and the BPPC. After considering several options, a motion to install a temporary portable restroom for a one-year trial period failed due to a tie vote (2-2-1-2).

DISCUSSION:

In the attached letter dated 2/12/19, CARD is requesting that the BPPC reconsider placing a temporary ADA portable restroom at Sycamore Field during the Senior Softball season from late February to mid-September each year. The restroom would remain locked except during the Senior League games, which are held Monday–Friday from 5:00 pm to 8:00 p.m., and would be serviced weekly. CARD is willing to place the restroom in a location agreeable to the City and is willing to install a semi-permanent fence or structure to screen and help protect the restroom from vandalism, if requested.

Attachments: 2/12/19 CARD Letter



Chico Area Recreation and Park District

February 12, 2019

Dear Bidwell Park and Playground Commission,

The Chico Area Recreation and Park District (CARD) had been a long-term lease holder of Sycamore Field, which is located next to Caper Acres in Bidwell Park. The field is the primary field of the Sr. Softball League. We have been working with members of the league to define and prioritize improvements to Sycamore Field that will improve the safety of play and provide a better playing experience for the teams.

Last year, several improvements were approved by the Bidwell Park and Playground Commission. These improvements included additional fencing at the first and third base lines to provide more protection for foul balls and, the addition of an electrical outlet inside of the League's equipment box. These improvements were appreciated by both CARD and the League.

As we prepare for the 2019 season, CARD is requesting the temporary placement of an ADA sized portable restroom at the field February 25 – September 13. Since the field is used by adults, the restrooms at Caper Acres are not a viable option and, running to the restrooms by the one-mile recreation area is problematic for both participants and spectators. If approved, the restroom would be placed in a location agreeable to both the City and CARD. It would be unlocked by the Senior Softball League during games which are typically held Monday – Friday from 5:00 – 8:00 PM. There would be weekly service of the restroom throughout the season.

Should the City require semi-permanent fencing around the restroom to reduce visibility and increase security of the restroom, the District would be open to installing such a structure.

Thank you for your consideration. I will be available at the meeting to address any questions or concerns.

Sincerely,

Ann Willmann
General Manager

545 Vallombrosa Avenue

Chico, CA 95926

office: 530 895.4711

fax: 530 895.4721



BPPC Staff Report

Meeting Date 2/26/18

DATE: February 20, 2019
TO: BPPC
FROM: Linda Herman, Park and Natural Resources Manager
SUBJECT: CONSIDERATION OF CHAIR AND VICE CHAIR APPOINTMENTS, 2019 BPPC MEETING CALENDAR, CHANGING THE TIME OF THE BPPC MEETINGS, AND COMMITTEE ASSIGNMENTS.

REPORT IN BRIEF:

The Bidwell Park and Playground Commission (BPPC) will select a Chair and Vice-Chair. BPPC members also serve on the Policy Advisory, Natural Resources, and Tree Committees, and the City's *ad hoc* Bicycle Advisory Committee. Assignments are at the BPPC Chair's prerogative with staff recommendations. In addition, the Commission will consider and BPPC meeting schedule for 2019, and whether to change the meeting time from 6:30 p.m. to 6:00 p.m.

Recommendation: *The Park & Natural Resources Manager recommends that the BPPC:*

1. *Select a Chair and Vice-Chair to begin presiding at the March 25, 2019 meeting;*
2. *Approve the 2019 BPPC regular meeting schedule;*
3. *Request City Manager approval to change the BPPC regular meeting time from 6:30 p.m. to 6:00 p.m.;*
4. *Submit requests for Committee assignments to the new Chair for consideration for appointment at the March BPPC meeting.*

DISCUSSION:

Selection of new Chair and Vice Chair:

Under Article X of the Chico City Charter, the Commission shall select a Chair and Vice-chair each year. According to Administrative Policy and Procedures (AP&P) 10-1 (IX), a copy of which is attached as Attachment A, a Chair may serve no more than two consecutive years as the presiding officer. In addition to residing over the BPPC meetings, the Chair also makes Committee assignments and designates Committee chairpersons.

BPPC 2019 meeting calendar:

The regular meeting of the BPPC is scheduled for the last Monday of the month. However, the May meeting date of 5/27/19 falls on the Memorial Day holiday. Staff recommends that the May meeting be moved to Tuesday May 29, 2019. Due to the Christmas and New Year's holidays, Staff is also recommending that the December 30, 2019 meeting be moved to December 16, 2019. Attached for the Commission's review and approval is the proposed calendar of BPPC regular meetings for 2019 (Attachment B).

Proposed Change in Meeting Time:

Currently all regular BPPC meetings start at 6:30 pm. To be consistent with City Council and other City Commission meeting times, Staff is proposing that the BPPC meeting time be changed to start at 6:00 p.m. This would also be consistent with the current BPPC Committee meeting times. Pursuant to Section XII A. 3. of AP&P 10-1, Staff is recommending that the Commission approve submitting a request to the City Manager to review and approve this change in meeting times.

Committee Structure:

Each year, the Chair appoints Commissioners to serve on the BPPC's Policy Advisory, Natural Resources, Tree, and the *ad hoc* Bicycle Advisory Committees. The Committees allow for detailed consideration of agenda topics, and advise or

make recommendations to the full BPPC. The Committee's meetings are currently held at 6:00 P.M. and meet only as needed. The purpose of each Committee is as follows:

1. **Policy Advisory Committee (3 members)** – Currently scheduled for the 2nd Wednesday of the month. This Committee is responsible for interpreting existing policies and considering proposed or potential policy changes matters dealing with art, code changes, finances, and the volunteer program.
2. **Tree Committee (3 members)** – Scheduled for the 2nd Thursday of the month. This Committee reviews tree policies (street and park), street tree permit appeals and any other matters that affect the interpretation of policy and management practices.
3. **Natural Resource Committee (3 members)** – Scheduled for the 3rd Wednesday of the month. Reviews resource-based matters such as vegetation management, trails, greenways and other topics.
4. **Ad-Hoc Bike Advisory Committee (1 member plus 1 alternate)** – Meets as needed and scheduled. Represents the Commission on the City's Bike Advisory Committee. The Committee reviews projects and concerns relative to bicycles, bicycle routes, facility improvements, and other related matters. The Commissioner reports the Committee's discussions and recommendations to the BPPC.


BPPC committee assignments are at the Chair's prerogative with Commission and staff input. To allow new and current Commission members time to determine which Committees they may be interested in serving on, the Committee appointments will be made at the March 25, 2019 regular BPPC meeting. Committee members are requested to submit their Committee requests to the new Chair before the next meeting. Any suggested changing in the Committee dates may also be considered at the March meeting.

Attachments:

Attachment A: AP&P 10-1

Attachment B: 2019 BPPC Meeting Calendar

CITY OF CHICO
Administrative Procedure and Policy Manual

Subject: BOARD, COMMISSION, ADVISORY COMMITTEES AND TASK FORCE RULES OF PROCEDURE	Number: 10-1 Effective Date: January 2, 2019
Department(s) Affected: All Departments	Supersedes: 10-1 dated 6/14/17
Authority: The Charter of the City of Chico, Article X; Council Motion 1/15/08, Council Motion 4/01/08, Council Motion 11/04/08, Council Motion 1/08/09, Council Motion 12/15/09; 07/06/10, 9/16/14, 6/14/17, 1/2/19	File Reference: DNA Approved: 

I. PURPOSE

To set forth the policy of the City Council regarding procedures for all advisory bodies, including boards, commissions, committees, task forces and/or any other form of committee that the City Council may create as established within this policy and the policies contained in AP&P 10-10, City Council Rules of Procedure.

II. ELIGIBILITY

A. Shall be resident of the City.

B. Shall be qualified voter as defined by the California Elections Code.

III. RECRUITMENT

A. A Biennial Recruitment shall be conducted in the fall of even-numbered years for four-year appointments to positions with terms commencing in January of odd-numbered years.

B. Procedure

1. Advertisements – Display ads will be placed by the City Clerk at least 60 days prior to the expiration of the terms seeking applications from City residents interested in serving on a board or commission. Advertisements will include wording indicating that the City of Chico supports workforce diversity and that women, minorities and persons with disabilities are encouraged to apply to serve in these volunteer positions.
2. Application Form – The City Clerk will provide interested applicants with an application form and instructions for completing and a copy of this Administrative Procedure and Policy. Once filed, applications become a public record and will be made available to the public. Following the biennial recruitment appointment process, applications will not be kept on file. In the event of a vacancy, the City Clerk will conduct a recruitment and all interested parties must re-apply.
3. Application Deadline – When advertising for applications, the City Clerk will establish a deadline for filing not less than 15 days prior to the meeting at which the Council will receive the applications. Applications received after the filing deadline will not be submitted to the City Council.
4. Interviews – Interviews will be held at a duly noticed Council meeting prior to making appointments. The City Clerk will notify applicants of the date/time/place of the meeting. At this meeting, the Council will be provided with a staff overview of each board and commission. The Council will also be provided with time to discuss the criteria for appointment to each specific commission. Following that discussion, the Council will conduct the interviews. No formal action will be taken at this interview meeting.
5. Nomination Process – A nomination form listing the number of positions to be completed for each board or commission will be provided to the Council for completion. Each Councilmember will nominate one citizen for each open position. Nominations are due to the City Clerk by 10:00 a.m. seven days before the meeting where the appointments will be made. Following receipt of the nominations, the City Clerk will consolidate the information into one form representing the nominees who will be voted on.

IV. APPOINTMENT

- A. Appointments to serve on a board and commissions are for the length of term specified and appointees serve at the pleasure of the City Council.
- B. Appointments to serve on advisory committees or task forces where the appointments do not conflict with Charter, Municipal Code Provisions, or the Brown Act will be determined by Council at the time of creation. The Council will establish its policy for soliciting applications and making appointments for advisory committees or task forces at the time it determines the need for and purpose of any advisory committee or task force.
- C. Appointment Process – As required by State Law, appointments will be considered by the Council in an open public meeting.

The Council will confirm all final appointments to its board and commissions. Using a balloting method of voting, individuals receiving a majority vote of Council will be appointed to each board or commission. Should there be more applicants than the number of vacant positions, then following discussion of the criteria for appointment, Council will vote on the nominees in additional voting rounds until such time an applicant receives four or more affirmative votes.

The City Clerk will notify appropriate City staff members of appointments in order that appointees can be provided with appropriate information to carry out the duties and responsibilities of the board or commission to which they were appointed. Appointees are required to execute on Oath of Office prior to attending any meetings.

- D. Economic Disclosure/Conflict of Interest – As required by State Law and the City's Conflict of Interest Code, an appointee may be required to disclose certain financial information on an Assuming Office Statement of Economic Interests Form 700 and advise the Council of any potential conflict of interest which may arise if they are appointed. The City Clerk will provide appointees with forms and instructions following their appointment. Those appointees that are required to file, must file these forms within 30 days of appointment.

In addition, the following "Statement of Economic Interests - Form 700's" may be required: (1) annual filing of Form 700 for the duration of appointees tenure; and (2) Leaving Office Statement - Form 700 filed within 30 days of leaving office. The City Clerk will provide the forms and instructions for all Statement of Economic Interest forms. If forms are not filed in a timely manner, late filing penalties may be assessed. Failure to meet the deadlines may result in a late penalty, or removal from office.

- **Additional Required Training** - As required by Council policy, all board and commission members will participate in the online Ethics (AB1234) and Sexual Harassment trainings as set up and monitored by the Human Resources Department. Completion of these trainings are required every two years.

- V. ORIENTATION AND TRAINING – All appointed board and commission members shall attend an orientation training provided by the City Clerk's Office and any additional training as may be required pursuant to State Law, City Council direction, or staff recommendations.

- VI. RESPONSIBILITIES – The primary role of the advisory body is to provide judicious advice to the City Council, the elected policy-making body of the City.

- A. The advisory body's role can include:

1. Hearing public testimony on the Council's behalf;
2. Building community consensus for proposals or projects;
3. Reviewing written material, facilitating study of issues;
4. Guiding implementation of new or regulating established programs;
5. Assessing the alternatives regarding issues of community concern; and
6. Ultimately forwarding recommendations to the Council for its consideration.

There may be times when the advisory body's recommendations will not be sustained or will be modified by the City Council. It is important for the advisory body members to recognize that this is not a rejection of the integrity of the recommendation but as an inevitable part of the process of community decision-making.

VII. **CODE OF CONDUCT** – The Code of Conduct governs the actions and deliberations of City commissions, committees and boards so that public deliberations and actions can be conducted in an atmosphere free from personal animosity and hostility and that all actions serve to increase public confidence in the City of Chico’s government.

A. Each member of all City’s commissions, committees and boards shall:

1. Adhere to a high level of ethical conduct in the performance of public duties;
2. Represent and work for the common good of the City;
3. Pursuant to State Law, refuse to accept gifts of favors or promises of future benefits which might compromise or tend to impair independent judgment or action;
4. Provide unbiased fair and equal treatment for all persons and matters coming before the commission, committee, or board whether in person, in writing, or in an E-Mail communication;
5. Understand and faithfully perform all duties of office as defined by the Chico Municipal Code, State Law, Council action and all applicable AP&P’s;
6. Refrain from any actions where there may be a conflict of interest;
7. Learn and study the background and purpose of important items of business before voting and in order to facilitate a timely meeting, board or commission members are asked to work with staff prior to the meeting on questions of clarifications;
8. Be tolerant of all views expressed at public meetings;
9. Refrain from abusive conduct, personal charges or verbal or written attacks made upon others; and
10. Most importantly, advisory bodies shall not be involved in administration or operation of City departments. Advisory body members shall not direct administrative staff to initiate programs or create policies and may not conduct major studies without the approval of the City Council. City staff members are available to provide general staff assistance to the advisory body. Budgetary items are operational and not part of the responsibilities of a board or commission member. The City Manager is responsible for providing the Council with a proposed budget that is reviewed and approved by the City Council and implemented by staff.

B. **Complaint Process** – All complaints received regarding board, commission or committee conduct, the complaint, along with any other relevant material, will be forwarded to the full Council for review.

C. Any violation or disregard for the Code of Conduct shall result in one or more of the following actions being taken:

1. **Verbal Admonishment** – Least severe form of action and may be directed to one or all members of the board, commission, or committee.
2. **Written Sanction** – Official written reprimand which the City Council directs the Mayor to sign and send out.
3. **Censure** – Severe form of action taken by Council in open session directing the Mayor to send a letter of censure to the board, commission, or committee member expressing the Council’s strong displeasure and/or disappointment of the action(s) taken.
4. **Removal from Office** – Any appointee to a City of Chico board, commission or committee serves at the pleasure of the City Council and may be removed at any time by a majority vote of the City Council.

XIII. **SELECTION AND RESPONSIBILITIES OF CHAIR AND VICE-CHAIR** – At its first regular meeting of the calendar year, members of the board, commission or committee shall select a chair and vice-chair with it noted that the Chair may serve no more than two consecutive years as the presiding officer. In the chairs' absence, the vice-chair serves as the Presiding Officer. In the event of both being absent, the staff liaison will call the meeting to order and the commissioners shall select a temporary chair to serve until adjournment or the arrival of the chair or vice-chair.

Role and Responsibilities – The Chair or Presiding Officer shall preserve order and decorum at all meetings of the advisory body and Rosenberg's Rules of Order will be as a guide for parliamentary procedure. The Chair is responsible for ensuring the effectiveness of the group process and to guide the advisory body by adhering to the code of conduct contained in this policy and in the Brown Act. In the absence of the Chair, the Vice Chair shall act as the Presiding Officer.

- A. The Presiding Officer may move, second, and debate from the Chair, subject only to such limitations of debate as are imposed on all Commission members, and they shall not be deprived of any of the rights and privileges of a Commission member by reason of his or her acting as Presiding Officer.
- B. The Presiding Officer shall preserve order and decorum and confine members in debate to the question under discussion.
- C. The Presiding Officer shall state all questions submitted for a vote and announce the results of that vote. A roll call vote shall be taken when requested by a member.
- D. The Presiding Officer shall determine, based on the meeting agenda, a schedule for consistent breaks for the advisory body. He or she should strive to call for a 10-minute recess at regular intervals of approximately one hour at appropriate points in the meeting agenda.
- E. The Presiding Officer shall ensure that they, as well as the balance of the advisory body, refrains from commenting or entering into conversation with speakers during public comments or during public hearings, until all speakers have been heard. The Presiding Officer shall determine points of order, subject to the right of any member to appeal to the advisory body.
- F. The Presiding Officer shall ensure that members of the public who address the advisory body from Business from the Floor address matters "**not appearing**" on the agenda which is of interest to such person and which is within the jurisdiction of the advisory body. Speakers shall not use Business from the Floor to make additional comments regarding an item that has already been heard earlier in the meeting.

XIII. **ATTENDANCE REQUIREMENTS** – When appointed, it is expected that members will attend all regular and adjourned meetings of their respective board or commission.

In order that the Council is kept advised of attendance of board and commission members, a report is provided by the City Clerk to the City Council during the Biennial Recruitment process every two years. The Council is also advised if a board or commission member misses two consecutive regular or adjourned regular meetings (pursuant to this AP&P), and removal of a member may occur at Council's discretion (Charter Section 1001.c)

Missed meetings – If an appointed member of a board or commission misses two consecutive regular or adjourned regular meetings of such board or commission, the chair of such board or commission, or in the absence of the chair, the vice-chair, shall report to the City Clerk the name of the member having missed such meetings, together with the dates of the meetings at which such member was absent and the reason for such absences, if known. The City Clerk shall forward the information to the City Council and removal of the member may occur at Council's discretion (Charter Section 1001.c).

X. **VACANCIES** – If an appointed member of a board or commission is convicted of a crime involving moral turpitude or ceases to be an elector of the City, his/her office shall become vacant and shall be so declared by the Council. (Charter Section 1005.) If an unscheduled vacancy occurs whether due to resignation, death, termination, or other cause, a special vacancy notice shall be posted pursuant to Government Code Section 54974 in the Office of the City Clerk, and in the Chico Branch of the Butte County Library within twenty days after the vacancy occurs. Final appointment to the board or commission shall not be made for at least 10 working days after the posting of the notice. At such time the City Clerk will move forward with a recruitment as outlined in Section III.B when applicable.

XI. **REMOVAL FROM POSITION** – All appointees to the board and commissions, advisory committees and task forces, including ad hoc committees serve at the pleasure of the City Council and may be removed at any time by a majority vote of the Council. (Also referenced under Code of Conduct, Section VIII.)

XII. MEETINGS

A. Scheduling

1. **Regular Meetings** – Held for each board or commission as currently scheduled, or as determined by Board/Commission action.
2. **Adjourned Regular Meetings** – When workload requires, additional meetings may be scheduled as necessary.
3. **Meeting Times** – It is the intent of the City Council that all meetings of the advisory bodies be conducted in a timely and efficient manner. Evening meetings are to end at 10:00 p.m., in accordance with AP&P 10-10. By majority vote of the Commission, the meeting can be extended to 10:30 p.m. with no new items considered by the body following the 10:00 p.m. deadline. Items may need to be deferred to a future meeting. Commission or board members are encouraged to call or meet with staff prior to the meeting in order to get clarification on questions. By doing so, more time will be available for public input and for discussion by the advisory body.

Change in meeting time – Whenever a majority of the members of a board or commission wishes to change the date and/or time of its regular meetings in accordance with the provisions and within the limitations set forth in the Municipal Code specifically applicable to such board or commission, it shall submit its request in writing to the City Manager, giving the current date and time of its regular meetings and its requested date and time for regular meetings. After review, the City Manager will either approve or deny the request, in writing, based on the: (1) availability of a meeting room and any conflicts with other City meetings; (2) ability to televise or videotape meetings, if appropriate; (3) impact on City staff that normally prepare for and/or attend the meetings; and (4) any other issues that the City Manager deems pertinent.

In order to adequately notify the public of an approved change to a regular meeting schedule, that Board or Commission shall include the City Manager's approval letter on the next agenda acknowledging the change in meeting times.

4. **Recording/Televising** – All recording/televising requests will be reviewed and approved by the City Manager based on the needs of the City including: (1) current fiscal situation; (2) availability of staff, and (3) resources needed to fulfill the request. Audio taping will be encouraged whenever feasible.

B. Rules During Meetings and Public Participation

1. **Time Limits for the Public** – Each member of the audience speaking to the board or commission shall limit their comments to no more than three minutes and speak one time only on each agendized item. Time limits may be waived or reduced due to the number of speakers by the Presiding Officer or majority of the board or commission on any specific item. A speaker may not defer his/her time to other speakers. Commission members will refrain from asking questions of a speaker until that speaker has concluded his or her comments.

The Presiding Officer will encourage groups or organizations to select a spokesperson to speak on their behalf.

The Presiding Officer will also encourage speakers to not repeat comments made by prior speakers, but rather only to indicate their agreement with such comments.

Speakers must address their comments to the Presiding Officer rather than individual Commission members, staff, a project applicant or anyone else involved in the proceedings.

Speakers may file copies of their remarks or supporting information with the staff liaison. If requested, the liaison will make the information available to the commission and staff.

If a formal "presentation" by an outside group is approved by the Presiding Officer, the group will be represented by one presenter and will be required to submit a list of individuals the speaker is representing. Individuals listed as part of that group will not be given an additional three minutes to address the board or commission again. Their comments will be considered as part of the presentation.

Non-English speaking speakers who use a translator to address the body, must be provided twice the allotted time as the regular public.

2. **Time Limits for Commission Members** – In order to ensure that all speakers are treated equally and in a fair and consistent manner, Commission members shall refrain from interrupting the speakers before the end of their allotted three minutes.

Questions by members of the board or commission may be addressed following the conclusion of the speaker's comments and responses are limited to one minute. In addition, members of the board or commission shall be recognized by the Presiding Officer and are encouraged to limit their comments to three minutes each.

3. **Time Limits for Staff Presentations** – Staff members will strive to keep their presentations brief and to the point thereby allowing more time for public input and time to address questions by the board or commission.

4. **Meeting Decorum** – Commission members and staff shall work earnestly to preserve appropriate order and decorum during all meetings. Side conversations, disruptions, interruptions, or delaying efforts are discouraged.

- **Electronic Communications** - Communication by Commission members via cell phones, laptops, or other electronic devices by sending or receiving e-mails and/or text messages during board or commission meetings, with the exception for personal emergencies is **prohibited**.
- **Personal Attacks** - Under Government Code Section 54954.3, the public has the right during presentations to criticize the City's policies, procedures, programs, or services, including acts or omissions of the board or commission. However, a board or commission meeting is not a public forum for personal attacks or disruptive presentations or demonstrations.
- **Signs & Banners** - As signs and banners block audience members from being able to see and can cause a disruption of the meeting when held up for the Council or cameras, signs and banners at meetings shall only be displayed along the back wall of the Council Chamber.
- **Role of the Presiding Officer** - It is expected that the Presiding Officer will request the public to follow this protocol and will have the full support of the board or commission to do so. If a member of the public fails to follow these rules after being warned once, the Presiding Officer may declare a recess or take other appropriate action. Commissioners or Board members may assist the Presiding Officer by raising a Point of Order.

5. **Written Material** – Any person wishing to have their written comments included in the agenda packet will need to submit those comments to the staff liaison eight days in advance of the meeting. Written materials received after that date will be forwarded immediately via email to the advisory body members, with copies of those emails available at the meeting for public review. Any person providing written material at a meeting shall provide a copy to the staff liaison for the record.

6. **Consent Agenda** – This section of the agenda is reserved for items routine in nature or have already been considered by the advisory body. A commissioner or board member may ask for an item to be removed for further clarification. If a member is disqualified on a Consent Agenda item or wants to vote "no" on one of the items, the item does not need to be removed in order to record a "disqualification" or "no" vote. Instead, the commissioner makes the announcement prior to the action on the Consent Agenda, and it is reflected in the record that there was a disqualification, including the details surrounding the disqualification. Items removed from the Consent Agenda will be considered immediately following the approval of the Consent Agenda. Members of public do not have the right to remove items from Consent. Instead, a time for public comment will be made available prior to formal action on the Consent Agenda.

Any routine questions of the Commissioners concerning items on the Consent Agenda should be discussed in advance with the appropriate staff for clarification in order to minimize delay during board or commission meetings.

7. **Hearings** – Any person may speak on items scheduled for hearing before the board or commission at the time the Presiding Officer declares the hearing open. Once the speakers are finished, the Chair must close the hearing to further public comment.

8. **Regular Agenda** – Items on the Regular Agenda are those that require consideration, direction and/or action by the board or commission.

9. **Items Added after Posting of the Agenda** – are permitted as set forth Government Code Section 54956.5. and as defined as an “emergency situation.”
10. **Business From the Floor – Speakers shall not use “Business from the Floor” to make additional comments regarding an item heard earlier in the meeting.**

A member of the general public may address the board or commission on any matter “**not appearing**” on the agenda which is of interest to such person and which is within the jurisdiction of the board or commission. When a member of the public does make comments under this section, the commission may ask questions of staff for clarification on the matter. However, Commission members should not engage in a discussion regarding the comments unless the matter is agendized at a future meeting.

11. **Reports and Communications** – Staff reports and communications are provided to the advisory body primarily for its information. Accordingly, these matters will not be discussed unless a member of the board or commission asks for further information. No action shall be taken on these matters unless a majority of the commission directs staff to place the item as an action item at a subsequent meeting and it is included on the posted agenda as such.
 - a. Any Board or Commissioner requesting to agendize an item for consideration shall prepare a written request that is forwarded to City staff detailing what the item is and why this matter should be discussed by the Commission. Once received, it will be placed under “Reports and Communications and will require a majority vote of the body in order to agendize at a future meeting. Public input will be taken at the time the item is agendized, if approved by a majority of the Commission.
 - b. From time to time, a Commissioner may receive a request from a citizen our outside group or agency either during public comment or via some form of communication. As citizens do not have the right to place a matter on the agenda, a commissioner wishing to sponsor a citizen’s request, will need to forward the request as noted in the above section and that request will be placed under Reports and Communications and require a majority vote of the body in order to agendize at a future meeting. Public input will be taken at the time the item is agendized, if approved by a majority vote of the Commission.
12. **Agenda Items Taken Out of Order** – The board or commission will follow the order of items as listed on the agenda, unless the Presiding Officer or a Commission member requests a change in the order of items and a motion to that effect passes by a majority vote.
13. **Ex Parte Communications** – An ex parte communication is a communication made outside of a noticed public meeting between a board or commission member and any person in the public concerning a quasi-judicial proceeding to be heard by the board or commission. When a board or commission member has an ex parte communication, the member shall state for the public record: (a) the nature of that communication, (b) with whom the ex parte communication was made, and (c) a brief statement as to the substance of the communication.

- C. **Agendas & Staff Reports** – Board or commission agendas will be prepared by staff liaisons in accordance with the format approved by the Council (see AP&P 10-10) and in accordance with the requirements set forth in the Brown Act. The format of the staff reports is determined by the City Manager and City Clerk in order to meet the needs of the City Council. Standardized reports also ensures a consistent approach in providing critical information necessary to make an informed decision.
- D. **Minutes** – Per Council direction at its meeting of 11/7/00, staff is to provide “action-only” minutes for board and commission meetings.

Draft minutes can not be released unless they are part of an agenda packet being provided to the full Commission or Board for review and approval at a regularly scheduled meeting



City of Chico BPPC Meeting Schedule 2019

JANUARY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARCH

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



DATE: 2/20/19
TO: Bidwell Park and Playground Commission (BPPC)
FROM: Linda Herman, Park and Natural Resource Manager
SUBJECT: Parks and Street Trees and Public Landscapes Report

NARRATIVE

1. Updates

- a. Crooked House– The City received bids for the construction of the new Crooked House in Caper Acres in Lower Park. The award of the contract is in process, with the anticipation of starting construction in the next month or so, weather permitting
- b. Maidu Living Village– The grant Concept Proposal for the Maidu Living Village for the Deer Pen was submitted on 12/13/19. A public meeting to discuss the project will be held on March 7, 2019 at 6:00 p.m. at the Nature Center.
- c. Stoney Fire Burn/Trail Closures – CalFire Salt Creek crews continue to help the City remove the dead and hazardous trees (mainly Pines) in the Stoney Fire burn area on the south side of Upper Park. Over 200 trees were identified as potential hazards. Staff hopes to open the Annie Bidwell and South Rim Trails when there is a dry spell in the weather. Guardian and Bloody Pin trails received significant damage and will remain closed until repairs can be made. Peregrine Point Disc Golf Area will reopen once the repairs to the split rail fencing and other areas are complete.

2. Maintenance Program

- a. General: Staff continues daily cleaning and safety inspections of all recreation areas including: grounds, playgrounds, picnic sites, roads and paths, coupled with daily cleaning and re-supplying of all open park restrooms. Maintenance and repair of park fixtures, daily opening of gates, posting reservations, unauthorized camp clean up and the constant removal of graffiti from all park infrastructure.
- b. Lower Park: Staff worked on preparing the park for the winter season, by sweeping the lawns to remove the bulk of the downed leaf litter, sweeping and blowing the roads and pathways. Staff also worked with the department of water resources to clear some of the downed trees in the creek to help reduce winter flooding. Lastly, they shut down the free-standing drinking fountains in lower and middle park to keep from freezing. Caper Acres Nico project received a new replacement fixture with the install of C spring surf rider.
- c. Middle Park: Standard maintenance.
- d. Upper Park: Staff went back to the Upper Park road work sites to touch up and correct any failures after the first big rain event.
- e. Upcoming projects: Trail markers and signs for Middle and Upper Park (in progress). Create service path and bore holes for alternate pins and signs at tees throughout disc golf course. Par Course Station Replacement.

3. Ranger and Lifeguard Programs

- a. Warming Center– Rangers played an integral part in this month's warming center set up in Depot Park for evenings under 32 degrees. Ranger oversight has included powering facilities on and off and reporting of incidents at the site.
- b. Rangers continue to be on the forefront with the Target Team in addressing the issues of property and camping in parks, greenways and waterways. Often times, a mental health worker will be in attendance as camps are visited and resources are given. With 5 waterways in the city, it makes for a large area to visit, post illegal camping notifications, and conduct cleanups as time and resources allow.
- c. Lifeguard preparations for the summer season at Sycamore Pool continue as CARD continues its recruitment process.

4. Natural Resource Management

- a. February storms– Two significant storms this month brought an atmospheric river through local creeks in Chico. Due to the recent removal of snags in various locations, the creeks did well resulting in minimal flooding. Big Chico Creek recorded a high point of nearly 7400 CFS (cubic feet per second) near the 5 Mile dam with water diverting into Lindo Channel and the Sycamore Diversion Channel.

5. Outreach and Education

- a. Snow Goose Festival–The annual January event brought multiple agencies and individuals together for field trips throughout Butte County and educational seminars at the Masonic Lodge on East Avenue. The depth of the program offerings in regards to the Pacific Flyway and its winged inhabitants never disappoints. The Park Division staffed a booth with PALS volunteers and ranger appearances on the weekend to promote Bidwell Park.

6. Volunteer and Donor Program

- a. 2018 volunteer hours– 25,243 is the total number of volunteer hours in 2018! According to Independent Sector, the 2018 rate per volunteer hour is valued at \$24.69. Based on the total number of hours multiplied by the 2018 volunteer rate, \$623,250.00 worth of in-kind labor was performed in Chico's parks and greenways last year!
- b. Community Action Volunteers in Education (CAVE) – CSU, Chico CAVE adopt a park student volunteers will resume contributing to the health of Chico's Parks and Greenways during the week of February 18th throughout the spring semester.
- c. Donations– Efforts continue to raise funds for the Caper Acres Renovation Project. Currently there is interest from donors to contribute toward a shade structure over the Nico Project. Over \$6,000 has already been donated. For more information on how to donate please visit www.nvcf.org and search Caper Acres.
- d. Upcoming Volunteer Opportunities
 - i. Spring Volunteer Orientation– On March 21 from 6:30 to 8:30 PM at the Public Works offices at 901 Fir Street, the Parks Division will host the annual spring volunteer orientation. The orientation is a great way to learn more about the Park Division's Partners, Ambassadors, Leaders and Stewards (PALS) Volunteer Program and how to get involved. For more information email parkinfo@chicoca.gov
 - ii. Community Action Volunteers in Education (CAVE) – CSU, Chico CAVE adopt a park student volunteers will resume contributing to the health of Chico's Parks and Greenways during the week of February 18th throughout the spring semester.
 - iii. Cats in the Community– On April 1, for Cesar Chavez Day, the Parks Division will host students from CSU, Chico, that are participating in the Cats in the Community Day of Service event. The participants will give back to the community in a collective effort to cleanup parks and greenways, downtown, campus neighborhoods, and community gardens.
 - iv. Volunteer calendar – Volunteer opportunities are updated frequently. To get the latest information please visit http://www.ci.chico.ca.us/general_services_department/park_division/volunteer_calendar.asp

MONTHLY SUMMARY TABLES

Table 1. Monthly Volunteer Hours

Parks and Greenway -PALS- (Partners, Ambassadors, Leaders & Stewards) Volunteer Activities, January 2019						
Date	Location	Agency	Task	# of Volunteers	Total Hours	Leader
All of January	Bidwell Parks	Park Watch	Park Ambassadors	111	1492	Shane Romain
various	CCG	FCCG	Gen. Cleanup	1	9	Liz Stewart
various	CCG	FCCG	Monitoring; Gen. Cleanup	1	4	Janet Ellner
1/3/2019	Comanche Creek	FCCG	Gen. Cleanup	12	36	Susan Mason
1/4/2019	CCG	City/FCCG	planning	5	8	Linda Herman
1/7/2019	CCG	FCCG	Restoration	3	5	Emily Alma; Janet Ellner
1/11/2019	Lower Bidwell	Parks	Gen. Cleanup	2	6	Shane Romain
1/12/2019	Cedar Grove	CCC	Veg. Mgmt.	6	21	Susan Mason
1/18/2019	Lower Bidwell	Parks	Gen. Cleanup	5	15	James LaDonne
1/19/2019	Verbena Fields	Parks	Veg. Mgmt.	14	43	Susan Mason
1/24/2019	City	FCCG/City	Cordination Meeting	4 (volunteers)	7	Linda Herman; Janet Ellner
1/25/2019	Lower Bidwell	Parks	Gen. Cleanup	5	15	James LaDonne
1/26/2019	Old Humboldt Rd	Respect the Walls	Gen. Cleanup	9	27	Debbie Meline
1/26/2019	Comanche Creek	Build.com	Gen. Cleanup	16	48	Shane Romain
1/29/2019	CCG	FCCG	Restoration	3	5	Emily Alma
				TOTAL HRS	1740	

Table 2. Monthly Public and Permits

Monthly Public Permits - January				
Date	Location	Organization	Event	Participant #
1/19/2019	City Plaza	Chico Peace & Justice Center Women's March	Women's March & Speakers	1,000
01/20/19	City Plaza	Chico Peace & Justice Center MLK Jr Beloved Community	MLK Jr Day Event	250
Totals				1,250

Table 3. Monthly Private Permits

Monthly Private Permits - January		
Type	# Permits	# Participants
Private	1	100
Caper Acres	2	45
Totals	3	145

Table 4. Monthly Maintenance Hours.

Category	Staff Hours	% of Total	% Change from Last Month	2018 Trend
1. Safety	280	37.3%	72.1%	
2. Infrastructure Maintenance	94	12.6%	55.0%	
3. Vegetation Maintenance	121	16.1%	1095.5%	
4. Admin Time/Other	255	34.0%	61.2%	
Monthly Totals	749	100%	76.0%	

Table 5. Monthly Cleanups

Illegal Encampment Cleanups, January 2019

Date	Location	# of Camps	# of Staff	# Workers/Vols.	Coop. Org.	Total Hours	Total Debris Yards
1/3/2019	Park @ Midway/Humboldt Windchime	4	1	7	ACS	4	3
1/5/2019	Site 19,32,35,37	6	1	6	Friday Crew	4.50	6.5
1/6/2018	East Lassen @ Eaton	1	0	1	CCW	1.50	1.5
1/7/2019	Park @ Midway	3	1	4	ACS	2.00	2
1/7/2019	Site 17	2	5	0	CPD	2.50	2
1/10/2019	o @ Holy, Nord/Orange-Da	9	3	10	ACS	52.00	26
1/11/2019	Site 3, 17,19	4	2	2	Friday volunteers	8.00	5
1/15/2019	Mud creek/ 3 Oaks CT	1	2	8	ACS	10.00	7
1/16/2019	Orient @ Humboldt	1	3	0	Parks	1.50	5
1/17/2019	Comanche Creek	6	2	8	ACS	8.00	10
1/18/2019	Site2, 35,37 and Hwy 99	6	2	6	Friday Crew	12.00	4.5
1/22/2019	Humboldt @Boucher	4	1	4	ACS	8.00	6
1/26/2019	Longfellow to Mangrove	10	1	5	CCW	15.00	8
1/25/2019	Sites 35,37, 20	3	2	8	Friday Crew	17.00	8.5
1/26/2019	Comanche Creek	5	2	14	Build.com	48.00	6
1/25/2019	South One Mile	1	1	0	0	0.50	0.5
1/28/2019	Boucher	5	1	4	ACS	15.00	8
1/29/2019	Boucher	3	2	4	ACS	6.00	6
1/29/2019	20th Street Park	3	2	7	ACS	12.00	4.5
1/30/2019	Comanche Creek	4	4	0	CPD	4.00	4
1/31/2019	20th Street Park	2	4	0	CPD	4.00	2.5
		TOTAL CAMPS				TOTAL HRS	TOTAL DEBRIS
		83				235	126.5

Table 6. Monthly Incidents

01/03/2019	LP	3 Warrants	3 Arrests
01/10/2019	SP	2 Warrants	2 Arrests
01/11/2019	LP	Warrant	Arrest
01/20/2019	MP	Warrant	Arrest
01/28/2019	MP	Warrant	Citation

Table 7. Monthly Citations and Warnings

Ranger Report - Warnings 2019

Violation - Warnings	Monthly			Annual			Trend
	Total Warnings	%	Rank	Total Warnings	%	Rank	
Alcohol	0	0%	7	0	0%	7	
Animal Control Violations	3	6%	4	3	6%	5	
Bicycle Violation	6	12%	2	6	12%	2	
Glass	0	0%	7	0	0%	7	
Illegal Camping	32	63%	1	32	62%	1	
Injury/Destruction City Property	0	0%	7	0	0%	7	
Littering	1	2%	6	1	2%	6	
Other Violations	6	12%	2	6	12%	2	
Parking Violations	0	0%	7	0	0%	7	
Resist/Delay Park Ranger	0	0%	7	0	0%	7	
Smoking	3	6%	4	4	8%	4	
Totals	51	100%		52	100%		

2019

Violation - Citations	Monthly			Annual			Trend
	Total Citations	%	Rank	Total Citations	%	Rank	
Alcohol	0	0%	3	0	0%	3	
Animal Control Violations	0	0%	3	0	0%	3	
Bicycle Violation	0	0%	3	0	0%	3	
Glass	0	0%	3	0	0%	3	
Illegal Camping	0	0%	3	0	0%	3	
Injury/Destruction City Property	1	50%	1	1	50%	1	
Littering	0	0%	3	0	0%	3	
Other Violations	1	50%	1	1	50%	1	
Parking Violations	0	0%	3	0	0%	3	
Resist/Delay Park Ranger	0	0%	3	0	0%	3	
Smoking	0	0%	3	0	0%	3	
Totals	2	100%		2	100%		

PHOTOGRAPHS



Figure 1 Build.com volunteers at Comanche Creek



Figure 2 PALS volunteer Fridays



Figure 3 Snow at Peregrine Point



Figure 4 Himalayan Blackberry clearing near picnic site 37

S:\Admin\BPPC\BPPC_Meetings\2010\BPPC_2010_Templates\10_BPPC__meetings\BPPC_Manager_Report_template_10_1029.doc
2/21/2019



DATE: 2/21/19
TO: Bidwell Park and Playground Commission (BPPC)
FROM: Richie Bamlet, Urban Forest Manager
SUBJECT: Street Trees Division Report

NARRATIVE

1. Updates

- a. Accolade: City of Chico has achieved the Tree City USA award by the Arbor Day Foundation for the 35th consecutive year.
- b. Accolade: City of Chico has been awarded the Arbor Day Foundation Growth Award for the first time.
- c. Recruitment: Maintenance Worker New Hire- Public Works Tree Division is currently in the recruitment process with a candidate. It is anticipated that the onboarding process will commence within the next month.
- d. Bidwell Park Tree Trimming – Richards Tree Service has been awarded the tree work contract for Caper Acres. The contract is currently being prepared.

2. Planning/Monitoring

- a. Tree Permits – The UFM issued four tree permits in January. Two removal permits are pending approval. Four tree trimming permits were approved.
- b. Damage Reports – UFM completed two damage reports for Risk Management. Claims related to fallen limbs, property and vehicle damage.

3. Planning and Building Development

- a. UFM reviewed four plan reviews. Comments included CMC19.68 tree preservation measures during construction, landscape species choices including alternatives to use of Crape myrtle, unsuitability of pear trees, improved engineering solutions for parking lot trees, the creation of landscape easements for street trees in new developments, root pruning for sidewalk repairs and exemption of development from CMC 16.66 Tree preservation.
- b. UFM worked with Code Enforcement to process unauthorized tree removals in accordance with CMC 14.40 and CMC 16.66.

4. Miscellaneous

UFM accompanied Caltrans staff on a tour of permit removal applications submitted by PG&E. UFM answered questions regarding options for pruning and mitigation to assist in the decision to process the permits.

5. Maintenance

- a. A tree survey was completed at Caper Acres in November 2018. Many of the large Valley oaks and California sycamores require trimming or removal. All the trees were assessed for health and condition. Three trees are scheduled for removal. Two trees are scheduled for partial removal. Sixteen trees are scheduled for trimming. Richard's Tree Service has successfully been awarded the contract. Richard Tree Service provided the best value for tree work. The contractor is familiar with large trees in Chico and currently is also under contract with CSU. Caper Acres will require to be closed during tree operations. Closures will be publicized via media.
- b. In addition to tree safety work, Public Works is also investigating the opportunity to install wood sculptures at Caper Acres. Two of the Valley oaks scheduled for removal would make suitable "megalift" tree carvings. A wood carver

has been identified. Sponsorship opportunities are currently being investigated. Opportunities to involve school students in the design of the “megalifts” are also being explored. See figures 3 and 4.

- c. Several locations were the subject of emergency tree removals in the City. See figures 1 and 2.
- d. Tree Division completed proactive neighborhood block pruning in Cal-park and Heritage oaks neighborhoods.

6. Outreach and Education

- a. UFM attended two webinars on soil management and salvaged wood outlets.
- b. All Tree Division and Parks staff attended annual IPM training. The Public Works Landscape Inspector hosted the 3-hour session. An IPM document is being developed to guide Public Works in its use of herbicides in the landscape.

7. Street Tree Supervisor Report

- a. The Street Tree Supervisors monthly summary data tables for January is included below:

MONTHLY SUMMARY TABLES

Table 1.

Category	Staff Hours	% of Total	% Change from Last Month
Tree Crew Hours			
1. Safety	73	9.4%	#N/A
2. Tree Work	545.5	70.3%	#N/A
3. Special Projects	65.5	8.4%	#N/A
4. Admin Time/Other	92	11.9%	#N/A
Monthly Totals	776	100.0%	#N/A

Table 2.

Item	Values	% Change from Last Month
5. Productivity		
Calls		
Call Outs	86	#N/A
Service Requests: Submitted	0	#N/A
Service Requests: Completed	83	#N/A
Sub Total	0	#N/A
Trees		
Planted: Trees	0	#N/A
Pruned	111	#N/A
Removed: Trees (smaller)	0	#N/A
Removed: Stumps	0	#N/A

Removed: Trees	10	#N/A
Sub Total	121	#N/A

Tree Permits (#)		
Submitted	6	#N/A
Approved	4	#N/A
Denied	0	#N/A
Total	10	#N/A

6. Contracts			
Expenditures (\$)	\$	-	#N/A

Trees (#)		
Planted	0	#N/A
Pruned	0	#N/A
Removed: Trees (smaller)	0	#N/A
Removed: Stumps	0	#N/A
Removed: Trees	0	#N/A
Routine Maintenance	0	-
Total	0	#N/A

8. Upcoming Issues/Miscellaneous:

Arbor Day Celebrations:

- Public Works O&M is currently planning several Arbor Day celebrations. In partnership with Butte Environmental Council, Alliance for Workforce development (AFWD), the Parks Services Coordinator is improving the park boundary adjacent to Woodland Avenue. CSU CAVE volunteers will participate in an Arbor Day planting event at the site. New Valley oaks will be installed along the boundary. Chico Noon Rotary will volunteer to install brand new split rail fencing. Trees planted will count towards the City commitment to plant seven hundred trees as part of its GHG Climate Change Investments (CCI) urban forestry grant, administered by Cal Fire.
- Public Works is working in partnership with Butte Environmental Council, Butte County Master Gardeners and local landscaper companies to host free tree care workshops in April. Participating citizens will learn about tree care and will receive a free 5-gallon or 15-gallon tree.
- A citizen volunteer planting day is scheduled for April 7. Planting sites that offer greenhouse Gas (GHG) benefits to residents will be the focus of the volunteer tree planting campaign.
- In partnership with Chico Tree Advocates, Tree Division is in discussions with CUSD to plant trees in school grounds for Arbor Day. Site locations and logistics are currently being developed.

CalFire Urban and Community forestry grant:

- MOUs are being drafted for Butte Environmental Council as well as GIC to help work in partnership over the next three years on the GHG Urban Forestry projects.

PHOTOGRAPHS



Figure 1. 1676 Vallombrosa Ave 2-14-19. Emergency cleanup of fallen Valley oak into ROW.



Figure 2. 2318 Alamo 1-26-19 emergency cleanup



Figure 3. Chango is excited at the possibility to provide wood sculptures at Caper Acres to be enjoyed by all ages for generations to come.



Figure 4. An example of a woodcarving. The possible sculptures at Caper Acres could be 2-3x larger